

Incident Management Team Position Job Aid and Task Book

Standard Operating Procedures and instructions

[Home](#)[List of All Positions](#)[Help](#)[Contact Info](#)

Standard Operating Procedure (SOP)

A Job Aid is a list of tasks for a defined position /function in the ICS Organizational structure.

The Task Book is a documentation record to assess and certify the individual for a specific ICS position. The tasks in the Job Aid are identical to those in the Task Book.

Every employee should bring their Job Aid when they check-in at the Command Post or other field site. The employee should review the tasks in the Job Aid with their supervisor to ensure all position-specific tasks (or only some of them) will be performed on that assignment. The Job Aid is intended to be used during his/her assignment, as a desk reference.

When the employee completes their assignment, the supervisor and employee will assess the task performance of the employee; this is when the Task Book is used.

In the Task Book, there are 3 indicators:

1. Performed
2. Needs Improvement
3. N/A (Not Applicable for this assignment)

These allow the supervisor to evaluate task performance against each task. The supervisor will rate the employee's performance of every task in the Position Task Book as described in the instructions below.

The assessment process:

- documents your performance of required tasks.
- helps you plan for development and improvement of your work performance.

EMPLOYEE:

When you arrive at the incident (drill/spill or other field facility/worksites), you should have your "Task Book and Job Aid" with you.

The Job Aid clarifies and reviews the tasks that make up your job.

The tasks are written at the "fully qualified" level.

Experienced employees will be familiar with the tasks as shown, and may be performing many or most of them as required.

If you're a trainee, you will undoubtedly have room for growth and improvement.

Be very familiar with your Task Book: Job Aid and their contents. Use it as a desk reference,

reviewing the information as you do your work.

When your assignment is finished and **before you check out**, make an appointment with your supervisor for an assessment.

SUPERVISOR:

At the beginning of the employee's assignment:

Review the tasks listed for that employee and then meet with him/her to discuss.

Clearly note which tasks will not be performed on this assignment. For instance:

During a particular disaster operation, certain position-specific tasks may not be appropriate or necessary.

Two employees may be sharing the position-specific tasks. Make clear who is responsible for which tasks.

New duties may have to be explained. "Other duties or tasks" can be documented at the time of the assessment if they are needed, depending on the disaster/circumstances.

During the employee's assignment:

Collect performance information by being aware of and observing the employee at work. This is the only reliable way to prepare for the assessment.

(A suggestion is to have a hardcopy of each assessment for every employee you will be assessing handy so that you can do the assessment over time, or at least prior to sitting down with the employee.)

Make sure you have specific examples of the employee's strengths and weaknesses.

At the end of the employee's assignment:

Make arrangements for the assessment.

Go with the employee to a comfortable, private area.

Conduct the assessment.

Use all the time you need to consider the tasks and the employee's performance of each.

Conduct a feedback session after the assessment (optional):

Encourage the individual to make comments regarding the assessment; you could begin by asking the individual to comment on his/her strengths and weaknesses.

Summarize the overall performance strengths demonstrated.

Review the assessment record and comments.

Highlight accomplishments and positive performance.

Discuss the area/s requiring performance improvement.

Both individuals should sign and date the bottom of the document.

- A **Position Requirements Worksheet** needs to be completed and added as the second page of each Task Book. The format worksheet is provided below. This worksheet can be modified as required depending upon the individual's position, training requirements, etc.

POSITION REQUIREMENTS FOR

(ICS position title)

REQUIRED TRAINING	ICS 100, 200, 300, IS 700, 800, SEMS,
DESIRED TRAINING	ICS-400,
PRE-REQUISITE	
TARGET PERSONNEL	OSPS, OSPS 1, OSPS 2, ES,
CERTIFYING OFFICIAL	Branch Chief
CURRENCY	5 Years
CURRENCY REQUIREMENT	Satisfactory performance as _____ in an actual event, drill or exercise or attend intermediate refresher training.
OTHER POSITION ASSIGNMENTS THAT WILL MAINTAIN CURRENCY	Division, Group or Branch Chief

Add required and desired training courses as needed, also any pre-requisites.

Required ICS training course completion information is recorded in the Training ICS database (provide copy to Training Office). Attach copy to this workbook.